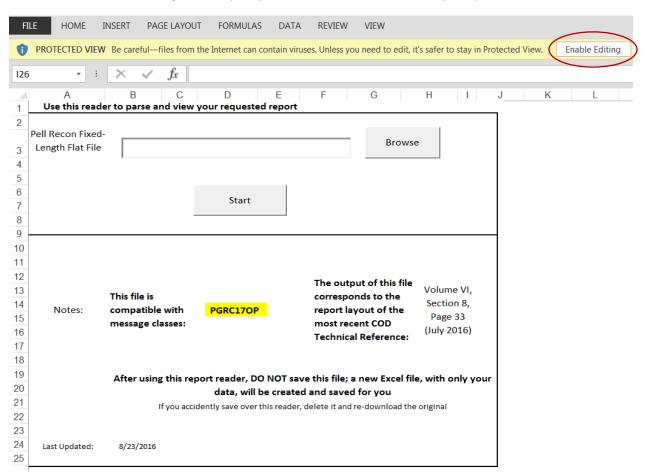
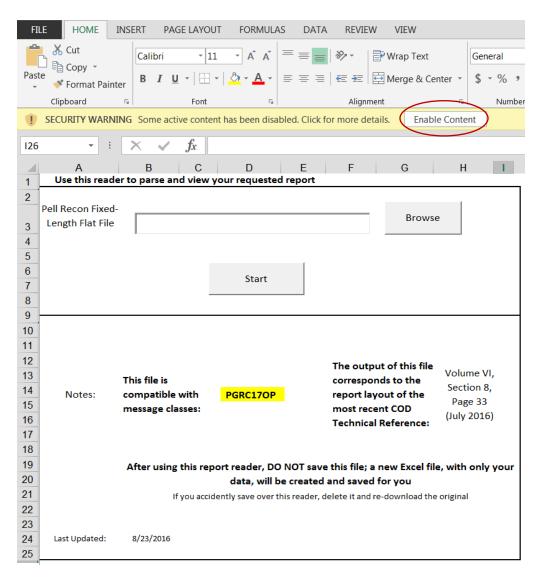
Pell Grant Reconciliation File Report Reader Instructions

- 1. Request a fixed-length Pell Reconciliation file by sending a batch request from your software or requesting it directly on the COD Web site via the Batch /Report Requests/New Report Request menu.
- 2. Once the report request has been fulfilled and the file has been received via your school's Student Aid Internet Gateway (SAIG) mailbox, save the file from the SAIG mailbox to a predetermined location. For example, this could be to your desktop or a folder titled *COD Pell Grant Reconciliation reader and files*.
- 3. Download the Pell Grant Reconciliation File Report Reader from the COD Web site. It is posted in the "Today's Update" section which can be accessed from the gray menu bar located on the bottom of the COD Web home page. It can be saved in the same folder in which you saved the Pell Grant Reconciliation file.
- 4. Open the Reader.
- 5. Click on Enable Editing. You may only need to do this the first time you open the reader.

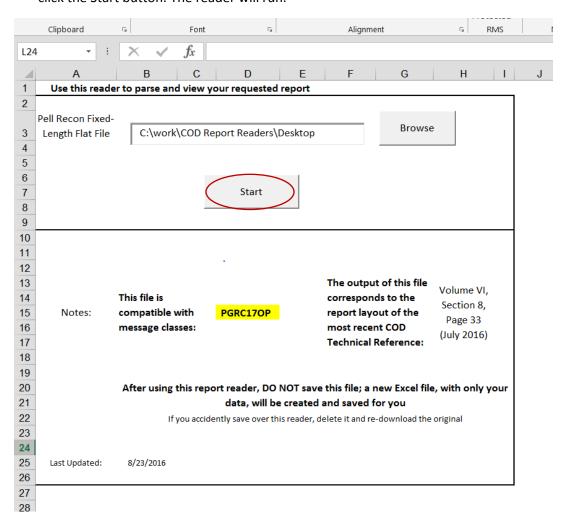


6. Click on Enable Content. You may only need to do this the first time you use the reader.



7. Click the Browse button and locate the Pell Grant Reconciliation fixed-length file (PGRC) you previously requested, received, and saved from your SAIG mailbox.

8. After the file has been selected and is populated in the box to the left of the Browse button, click the Start button. The reader will run.



- 9. A spreadsheet is automatically created and saved for you. Be sure to note the location of the saved spreadsheet file.
- 10. You can use the data in the spreadsheet to research discrepancies between the COD System and your school records. You can also reformat or reorder any fields/columns as needed.
- 11. When you close the original reader file, you will be asked if you want to save your changes. DO NOT SAVE. This will overwrite the reader. The formatted spreadsheet has already been saved for you as noted in Step 9.
- 12. If you do accidentally save changes to the reader file, you will need to delete that reader file and download the reader from the COD Web site location again for your next use.